

VENDOR REGISTRATION FORM*
FOR MONTGOMERY COUNTY, MARYLAND



The County does not automatically mail notice letters of pending solicitations. Notice letters of pending solicitations may be mailed based upon the type of solicitation and availability of funds for mailing. A notice of pending solicitations is posted on the County's internet site at www.montgomerycountymd.gov (Click on Departments, then click on Procurement Office) or by visiting the Office of Procurement at the address below.

Return Registration Form To:

Office of Procurement • Rockville Center • 255 Rockville Pike • Suite 180 • Rockville • MD • 20850-4166 • or by fax to: (240) 777-9952

APPLICANT/ FIRM NAME:

SALES ADDRESS:

CITY: _____ **ST** _____ **ZIP** _____

CONTACT NAME:

TELEPHONE NO: _____ **EXT** _____ **FAX NO:** _____

REMITTANCE ADDRESS:

CITY: _____ **ST** _____ **ZIP** _____

FOR PROCUREMENT USE ONLY
FAMIS VENDOR NUMBER:

Type of Organization (Check One): Partnership Non-Profit Individual Corporation Other

FOR MINORITY BUSINESS ONLY

To be registered as a County minority business, a certification letter from the Maryland Department of Transportation (MDOT), must be provided. If a certification letter is not attached, then your firm will not be registered as a minority business. Please complete the following and attach a copy of your firm's certification letter from a source described above.

Minority Classifications:

(Check all that apply to Minority Owner)

African American Asian American Disabled Person Female Hispanic American Native American

(Please complete reverse side)

* Be advised that information submitted on this form may be subject to release under the Maryland Public Information Act.

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VENDOR CLASS AND ITEM INFORMATION

CLASS	ITEM CODE	CLASS	ITEM CODE	CLASS	ITEM CODE
1		7		13	
2		8		14	
3		9		15	
4		10		16	
5		11		17	
6		12		18	

Use the NIGP Class & Item List Guide to select the class/item code(s) which indicates commodities or services your firm provides.

Submission of IRS W-9 Form

Your firm must submit a completed copy of its IRS W-9 form with this registration form. This registration form will be returned to your firm and will not be processed if your firm does not submit a copy of the IRS W-9 form. The IRS Regulations state that the Vendor Name and Federal Taxpayer ID No. (TIN) must match. There are IRS civil or criminal penalties for false, falsifying, or misuse of TINs. The County will be unable to assist or provide your firm with the W-9 form, for more information please contact the IRS or visit the IRS website at: www.irs.gov.

COMPANY PRINCIPALS RESPONSIBLE FOR BUSINESS TRANSACTIONS

Name: _____ Title: _____

Phone: _____

Name: _____ Title: _____

Phone: _____

Signature of a Company Principal

DATE

I certify that the information supplied herein (including any attachments) are **true and correct** and that neither the applicant nor any person (or concern) having any connections with the applicant as a principal or officer is now debarred or otherwise declared ineligible by any agency or the County or State or Federal government from bidding for furnishing materials, supplies or services to any agency or the County or State or Federal government.

E-mail address of Office Contact

ASK ABOUT OUR ONLINE PROCUREMENT SYSTEM – RAPID – 240/777-9935
http://www.montgomerycountymd.gov/content/procurement/rapid_login.asp